12th November, 2018

Dear Parent / Guardian,

I am writing to invite you to our Year 13 UCAS Evening on November 22nd at 18.00. The evening is an opportunity to discuss how your son/daughter is progressing through their UCAS application for university with their tutor.

Students will make a ten-minute appointment with their tutor between 18.00 and 19.30 who will use this time to discuss each student’s UCAS application. There is no need to attend until your designated appointment time. If your son/ daughter is planning on not attending university we will be organising a separate apprenticeship session in the coming weeks.

In preparation for the evening it would be particularly useful if your son/daughter ensures that as much information, including their complete personal statement are uploaded to UCAS. You will also be able to discuss the student’s academic references and the remainder of the application process.

Please make an appointment by completing the return slip below. Your son/daughter can then use the reminder slip to record their appointment and return it to you.

We look forward to seeing you on the 22nd November.

Yours sincerely,

Miss Green

Head of Year 13

(*please return this section to your tutor)*

Name of student…………………………………………………………………………………………………………………………

I will / will not\* attend the UCAS Evening on 22nd November 2018.

Signed…………………………………………………Name……………………………………………Date…………..………………

*Your Reminder Slip*

­­­­­­­­­­­­­­­Your appointment with (tutor name) ………………………………………………………………………………………………….

On the 22nd November is at (time)…………………………………………………………………………………………………….…

Your Name…………………………………………………………………………………………………………………………………………..